



MINNESOTA JUDICIAL BRANCH
invites applications for the position of:

Office Assistant III

An Equal Opportunity Employer

SALARY:

Hourly
\$16.82 - \$25.25

Annually
\$35,120.16 - \$52,722.00
State of MN benefits package

OPENING DATE: 09/15/14

CLOSING DATE: 09/22/14

DESCRIPTION:

The Office of Lawyers Professional Responsibility is seeking a full-time administrative assistant.

Work requires a detail-oriented individual with advanced word processing and MS Office skills, with strong proofreading proficiency, together with familiarity and experience in using various databases. Successful candidate should possess outstanding organizational and communication skills, as well as ability to set priorities, manage competing deadlines, and work well with others in a shared responsibility setting.

EXAMPLE OF DUTIES:

Providing administrative support to the Office of Lawyers Professional Responsibility, its Director, and the Lawyers Professional Responsibility Board.

This individual will be part of a three-person department providing support not only to the 23-member Lawyers Professional Responsibility Board but to 12 lawyers, six paralegals, one law clerk and the office administrator within the Office of Lawyers Professional Responsibility.

Responsibilities include a high volume of correspondence, legal documents and pleadings, including Supreme Court briefs, articles for publication, continuing legal education materials, various reports, creating and maintaining databases as well as drafting a variety of miscellaneous correspondence and documents. Editing documents as necessary and thoroughly proofreading the same for content, grammar and spelling accuracy. Using custom software in entering data pertaining to confidential administrative attorney discipline matters, calendaring accurately all necessary due dates. Work directly with Lawyers Professional Responsibility Board in scheduling administrative discipline matters via email and phone.

TYPICAL QUALIFICATIONS:

- Excellent communication skills both verbal and written.
 - Advanced knowledge and experience of WORD, ACCESS, EXCEL, OUTLOOK and other MS Office products.
 - Exceptional organizational skills.
 - Ability to draft clear, concise correspondence using proper grammar and spelling.
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- Skill in handling multiple competing tasks and priorities.
 - Ability to work well with others in a setting of shared responsibility.
 - Ability to function well under the pressure of deadlines.
 - Successful candidate must perform well on a clerical exam and letter-drafting assignment.
 - High school diploma or equivalent. BA/AA degree preferable with 5 years minimum similar experience.
 - Ability to work independently with a minimum of supervision.
 - Successful candidate will be required to pass a criminal background check prior to appointment.

**SUPPLEMENTAL
INFORMATION:**

SALARY RANGE & BENEFITS: \$16.82-\$25.25/hour (\$35,120-\$52,722 annually). Starting salary depending upon qualifications. Excellent State of MN benefits package. For benefit information visit www.mmb.state.mn.us.

APPLICATION DEADLINE: September 22, 2014.

TO APPLY: Apply online at www.mncourts.gov. Attach a resume and cover letter expressing interest in this position. If you have any questions, call 651-296-3952.

Office of Lawyers Professional Responsibility
1500 Landmark Towers
345 St. Peter Street
St. Paul, MN 55102-1218

It is the policy of the Minnesota Judicial Branch that all decisions regarding recruitment, hiring, promotions, and other terms and conditions of employment be made without discrimination on the grounds of race, color, creed, religion, national origin, gender, marital status, status with regard to public assistance, membership or activity in a local human rights commission, disability, sexual orientation, or age.

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